VILLAGE OF BURR RIDGE
APPLICATION FOR
ZONING CERTIFICATE OF OCCUPANCY

_____
Date

The Village of Burr Ridge Zoning Ordinance requires the issuance of a Zoning Certificate of Occupancy prior to occupancy of any non-residential building or tenant space. Application for a Zoning Certificate of Occupancy requires the completion of this form and a ***$50.00 application fee***. A Zoning Certificate of Occupancy certifies that the land use is permitted by the Village of Burr Ridge Zoning Ordinance but does not validate or legalize existing or future violations of the Village of Burr Ridge Municipal Code, Zoning Ordinance, or Building Codes. The Village of Burr Ridge reserves the right to enforce any and all such violations, now or in the future.

NAME OF BUSINESS:	
BUSINESS OWNER:	**BUSINESS LOCATION & SUITE:**
TELEPHONE:	

TYPE OF BUSINESS (Please provide a detailed description of the business activities that will take place at the above address. Attach additional information as needed. Please include information pertaining to types of goods produced or sold, services provided, number and types of clients/customers, and any other pertinent information that may be relevant in describing the business or establishment. Check all applicable types of businesses listed below.):

_____

_____

Industrial:		Commercial:		Office:	
____ Manufacturing	____ Research	____ Retail Sales	____ Retail Services	____ Medical/Dental	____ Business
____ Warehouse	____ Other	____ Restaurant	____ Other	____ Professional	____ Other

This application is	_____ New Business in Village	_____ Relocation within Village
For (check one):	_____ Expansion of Business at Same Location	_____ Other

No. of Employees On Premises at Peak Occupancy: (for determining parking requirements)	Floor Area of Space to be Occupied:
Number of On-Site Parking Spaces Available:	Number of Off-Street Loading Berths:
Business Hours and Days:	Sales Tax ID No. (for retail only)
Name of Business Previously Occupying Floor Space:	

BUSINESS CONTACT: _____
Name

Daytime No. _____
Telephone No.

_____
Address

After Hours No. _____
For Police Emergency Purposes

PROPERTY OWNER: _____
Name

_____
Telephone No.

_____
Address

Please type or print all requested information. Allow one to two weeks for processing of the application form. The applicant will be contacted upon completion of the Village's review of this application. Failure to provide all information will delay processing.